

## **Linskill Nursery Payment and Arrears Policy**

### **Payment Policy**

The Nursery will always endeavour to keep its fees as low as possible.

Payment must be made in advance prior to your child attending nursery monthly. All fees are payable by direct debit or childcare vouchers. For ad-hoc bookings (any extra days in addition to your regular booking) are to be paid in advance. A booking form is to be completed and handed to the nursery office who will be able to advise if your booking can be accommodated. The extra fees are to be paid at Linskill main reception. Confirmation of extra sessions booked will be given once fees are paid. Invoices and statements will be sent out on a monthly basis for your records.

If you are claiming Child Tax Credit or Universal Credit, you must inform the HMRC of any changes to your circumstances immediately. We are registered with Ofsted and our registration number is EY450277. You will need this reference number if you are going to make a claim.

The HMRC may contact us at any time to confirm the childcare arrangements we provide for your child and we are guided by law to provide this information. If payments are not kept up to date, we have a duty to inform the HMRC about the arrears on the account.

### **Arrears Policy**

It is our general policy to minimise the loss of income by establishing efficient and effective systems of arrears recovery. These systems are based on both legal and good practice guidance.

We have a process in place for recovering monies owed.

In implementing arrears recovery systems, we will ensure that no individual is discriminated against.

This policy outlines our commitments in respect of arrears management.

As soon as your account becomes in arrears, a charge of £25 may be applied to cover administration and debt recovery costs. Payment must be made in advance prior to your child attending nursery and failure to adhere to this policy will result in your child's place being withdrawn and charges applied to your account. If your accounts remains in arrears after exclusion, your account will be handed over to our solicitors to recover any outstanding payment, please be aware additional administration charges will be added to your account.

**If you have any questions regarding this policy, please speak to the Nursery Manager.**

Review Date August 20

Next review August 21

